



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER

30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519

(508) 839-5335 ext. 1195

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## CABLE TELEVISION OVERSIGHT COMMITTEE

### MINUTES

#### GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE September 17, 2016

**Cable Access Studio – 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on September 17, 2016 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

**Attendees:** Committee Members: Bob Hassinger, Corson Wyman, Larry Silverman and Mark Durfee  
Guest(s): John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Larry Silverman at 10:12AM. The following represents the results of the meeting:

**Meeting Minutes:** The meeting minutes agenda item was deferred to the next meeting.

**October Meeting:** To be determined.

**Public Input:** Bob Hassinger informed the Committee that one of the Government meetings from August (the Charter Review Committee meeting on August 4, 2016) had been removed from video-on-demand play list. The Committee noted that the video was removed by the Government channel and that the Committee did not take the video down. The Committee noted that particular meeting had since been made available once again on the video-on-demand play list. Bob Hassinger also informed the Committee that the GCTV website needed to be updated.

**Public Relations Report:** The Committee noted John LaPoint's report. John informed the Committee that he had prepared and released two (2) Media Releases. The first Media Release publicized "Proposed Library Expansion Update on Grafton Community Television's Minute by Minute." The second Media Release publicized "Grafton Community Television Airs Information Video on Sutton-Grafton Solar Challenge."

**Studio Report:** The Committee discussed the audio failures at the High School and was quite concerned about those failures. Below is the Access Status (written) Report submitted by Kris McMullin:

#### Report for Cable Oversight Committee - September 17, 2016

#### Studio Production and Activity:

We continue to utilize the studio in the month of September for production of Grafton Minute By Minute, TV Classics with Jim Gallagher, and our Community Calendar. I have also wrapped up individual training with a new producer, who will receive her Producer certification in the next week. The Municipal Center Conference room A continues to be used for both live and pre-taped meetings and interviews.

I am yet to hear if the High School has received any support on the Auditorium regarding their audio tie lines for Town Meeting. The last meeting we captured, there was no feed coming from the audio tie line where we usually broadcast. I believe the High School TV instructor, Tom Walsh, was going to inquire about having a consultant into the High School to examine and remedy the problem, but I am yet to hear about any results. I will more than likely follow up with him now that school is back in session.

**Kris' Report to the Committee - Continued from page 1****Equipment Status:**

Our TelVue system has had two drive failures in the last week. The first drive failure occurred on September 6th. On September 7th, another drive failed in the unit. TelVue has sent out replacement drives for both failures overnight. The server continues to broadcast, however, without any apparent crashes.

We continue to experience issues with our TelVue Video On Demand player not properly loading/playing certain files. We first experienced issues over the August 4th 2016 Charter Review Committee meeting; to which we received complaints that the video was not loading properly or playing on mobile devices. We investigated the file and carefully verified that the encoding settings were correct. We then asked TelVue to investigate the file; which they detected as 1080i instead of 1080p. So long as we are processing our files as we are supposed to, then we usually look to TelVue for any issues. If TelVue does not see any issues on their end with a given file, then the next thing we would examine is the current state of our network connection. I have updated the Broadcast Pix switcher to the latest 6 version. The switcher continues to run fine, but as I've suggested we really need to fill in the back of the unit on the Control Room table to prevent the switcher from moving around.

**Social Media Status**

We continue to promote both live and pre-recorded productions on a weekly basis. We are taking into consideration the fact that the links to videos we post from our TelVue CloudCast server will eventually become inactive when the Tightrope system is in place.

**Video On Demand Statistics - August 2016** Below is the summary, by view, of our Video On Demand for August.

Live Streaming	83	720.58 MB
T02135/CoC- Gopherbroke Redux.mp4	28	95.14 KB
T02135/Worcester Street Public Forum_8-11-16.mp4	23	78.27 KB
T02135/National Night Out_2016.mp4	17	57.78 KB
T02135/CoC Beatles 4 Sale.mp4	17	57.86 KB
T02135/Planning Board 7-25-16.mp4	16	54.42 KB
T02135/CoC Brass Connection.mp4	15	50.97 KB
T02135/Board of Selectmen 8-2-16.mp4	13	1.55 GB
T02135/Planning Board 8-8-16.mp4	10	33.99 KB
T02135/Library Board of Trustees 6-1-16.mp4	10	102.91 MB
T02135/CoC Brass Connection Redux.mp4	10	33.99 KB
T02135/Conservation Commission 7-19-16.mp4	10	34.01 KB
T02135/Finance Committee 7-28-16.mp4	8	27.21 KB
T02135/Board of Selectmen 8-16-16.mp4	8	27.22 KB
T02135/Library Board of Trustees 8-24-16.mp4	7	23.79 KB
T02135/Charter Review Committee 6-23-16.mp4	6	20.39 KB
T02135/Grafton Works - Hunters Grille.mp4	6	20.40 KB
T02135/Conservation Commission 8-16-16.mp4	6	20.44 KB
T02135/Special Town Meeting 8-8-16.mp4	6	20.40 KB
Programs viewed less than 6 times		
Total	423	

Kris McMullin  
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South Grafton, MA 01560  
Phone: 508-839-2983 Email: GCTV11@charter.net Website: www.GraftonTV.org

**Studio WiFi Enhancement:** Larry Silverman had a meeting with MX consulting concerning about the studio WiFi. MX was requested to install an additional WiFi router for the studio. Also, MX was requested to remove the "I Agree" pop up on the WiFi.

**Studio Cleaning Service:** The agenda item was deferred to a future meeting.

**Sever Replacement – Progress Report, Electrical Upgrade:** Larry Silverman informed the Committee that he was awaiting drawings from the vendor.

**Installation of a New Lock on the Front Door:** The Committee needed additional information and deferred action on this agenda item.

**Treasurer's Report, Invoices, Payment Warrants:**

**Treasurer's Report:** Mark Durfee told the Committee that he had received reports that were provided by the Town Accountant which show the following account balances:

FY 2016 Operating Account	\$ 2,781.48	Unencumbered Balance as of 09/09/2016
Charter Fund Account	\$ -610.95	Unencumbered Balance as of 09/09/2016
Verizon Fund Account	\$ 579,105.74	Unencumbered Balance as of 09/09/2016

**Payment Warrant:** The Committee signed a Payment Warrant totaling \$3,916.68 to pay the following invoices:

- John LaPoint for \$325.00 for consulting services.
- Eversource for \$168.61 for utilities.
- WB Mason Company Inc. for \$63.07 for miscellaneous supplies.
- Tel-Vue Corporation for \$3,360.00 for the deposit on the new playout server.

Mark Durfee noted that a double entry for \$6,000.00 for the Comm-Tract invoice appeared to be reflected in the Charter Fund account balance which resulted in a deficit balance. Mark submitted a correction form to be sent to the Town Accountant.

There being no further business Corson Wyman moved that the meeting be adjourned at 11:37AM. Bob Hassinger seconded. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee  
Clerk & Treasurer  
Grafton Cable Television Oversight Committee



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**CABLE TELEVISION  
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**MINUTES  
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE  
September 16, 2016  
Cable Access Studio – 296 Providence Road South Grafton, MA**

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A meeting of the Grafton Cable Television Oversight Committee was held on September 17, 2016 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

**Attendees:** Committee Members: Bob DeToma, Richard Schultze, Bob Hassinger, Larry Silverman and Bob Berger  
Remote Participation: Mark Durfee  
Guest(s): John LaPoint

The meeting was called to order by Chairman Larry Silverman at 7:30PM. The following represents the results of the meeting:

**Proposal to Construct Offices and Studio at 26 Providence Road:** The Committee discussed the proposal to construct offices and studio at the former police station at 26 Providence Road. Larry Silverman told the Committee that the subcommittee drove the town looking possible alternative locations for the cable access studio and offices. Larry reported that there were two (2) properties which appeared to be candidates: the former Hickey Leather factory (now defunct) on Brigham Hill Road and the former Fire Station near the Grafton Common. The subcommittee ruled out the defunct factory location. The subcommittee believed that the Board of Selectmen would not approve the reuse of the former fire station as it was under consideration to be demolished. The subcommittee also considered the town-owned land behind the Library, however, the subcommittee believed that the Board of Selectmen would not allow the studio to be built on that land. Larry stated he had contacted the owner of the building where the current studio is currently located. Larry said the building owner has a lease with Charter Communications until 2020. Larry also stated that he had received a price to lease the space in the building where the studio is currently located. Larry stated that the subcommittee re-walked the former police station space and that the former police station location could be utilized with less extensive renovations.

Bob Berger moved that the Committee issue a RFP for construction documents and plans for the project known as 26 Providence Road on a basis of a reduced scope (based on) the plans prepared by Bargmann Hendrie + Archetype not to exceed \$800,000.00. Richard Schultze seconded. Roll call vote: Bob Berger – Aye, Bob DeToma – Aye, Larry Silverman – Aye, Bob Hassinger – Aye, Corson Wyman – Aye, Richard Schultze – Aye and Mark Durfee – Aye. The motion carried unanimously.

There being no further business Bob Berger moved that the meeting be adjourned at 8:38PM. Bob DeToma seconded. Roll call vote: Bob Berger – Aye, Bob DeToma – Aye, Larry Silverman – Aye, Bob Hassinger – Aye, Corson Wyman – Aye, Richard Schultze – Aye and Mark Durfee – Aye. The motion carried unanimously.

Respectfully submitted,

Mark C. Durfee  
Clerk & Treasurer  
Grafton Cable Television Oversight Committee